federal register

WEDNESDAY, DECEMBER 8, 1976

PART IV:

COMMISSION OF FINE ARTS

■

PRIVACY ACT OF 1974

Systems of Records

COMMISSION OF FINE ARTS

Privacy Act of 1974

Systems of Records

The purpose of this document is to give notice that the systems of records identified in notices published in the Federal Register at 40 FR 45740, 52434, continue in effect. This notice is published in compliance with the requirements of 5 U.S.C. 552a (e) (4) as added by Section 3 of the Privacy Act of 1974.

November 29, 1976.

Charles H. Atherton,
Secretary.

CFA—1

System name: Members of the Commission of Fine Arts and the Board of Architectural Consultants for Old Georgetown—CFA

Security classification: None.

System location: Commission of Fine Arts offices, 708 Jackson Place, NW., Washington, D.C. 20006.

Categories of individuals covered by the system: Presidentially-appointed members of the Commission of Fine Arts and Commission-appointed members of the Board of Architectural Consultants for Old Georgetown.

Categories of records in the system: These records contain self-supplied biographical data; relevant newspaper and periodical clippings; appointment affidavits; appointment, acceptance, resignation, and other related correspondence.

Authority for maintenance of the system: An Act Establishing a Commission of Fine Arts, Public Law 181, 61st Congress, H. R. 19962, 40 U.S.C. 104, 36 Stat. 371; Old Georgetown Act, Public Law 808, 81st Congress, H. R. 5660, 40 U.S.C. 121, 53 Stat. 1144.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are routinely used for research and reference purposes, both in-house and for other government agencies and the general public.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Current records are stored in files in the second floor offices of the Commission and past records are stored in files in the basement file room of the Commission.

Retrievability: Records are arranged alphabetically by last name under the general headings of "FAA (Fine Arts Act)-CFA (Commission of Fine Arts)-Members" and "FAA-OGB (Old Georgetown Board)-Members".

Safeguards: Access to the basement file room is limited to Commission staff members or individuals escorted by a staff member; access to second floor files is under surveillance by the Commission staff as all visitors must be individually admitted at the front door and are greeted by a staff member.

Retention and disposal: Records are maintained on the premises at 708 Jackson Place, NW. until such time as a determination is made to transfer them to the National Records Center; they are maintained there under the same retrievability system until such time as determination is made to transfer them to the National Archives or that they be destroyed.

System manager(s) and address: Secretary, Commission of Fine Arts, 708 Jackson Place, NW., Washington, D.C. 20006.

Notification procedure: Requests to be notified whether or not the system contains a record pertaining to an individual should be addressed to the Secretary, Commission of Fine Arts, 708 Jackson Place, NW., Washington, D.C. 20006.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Information obtained from individual to whom it pertains; newspapers, periodicals, and other publications; official correspondence to and of the Commission of Fine Arts.

Systems exempted from certain provisions of the act: Not applicable.

CFA—2

System name: Personnel Administration—CFA

Security classification: None.

System location: Commission of Fine Arts offices, 708 Jackson Place, NW., Washington, D.C. 20006.

Categories of individuals covered by the system: Employees, past and present, of the Commission of Fine Arts.

Categories of records in the system: These records may contain employee time and attendance records; annual and sick leave records; personnel grievances; EEO discrimination complaints; Privacy Act implementation records; and other personnel administrative records which are not part of the personnel data maintained by the Civil Service Commission.

Authority for maintenance of the system: An Act Establishing a Commission of Fine Arts, Public Law 181, 61st Congress, H. R. 19962, 40 U.S.C. 104, 36 Stat. 371.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Except for disclosures to officers or employees of the Commission of Fine Arts in connection with the performance of their official duties for the agency, there are no routine uses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in the office safe in the basement file room of the offices of the Commission.

Retrievability: Records are arranged alphabetically by last name under the subheadings Time and Attendance Records; Annual and Sick Leave Records; Personnel Grievances; EEO Discrimination Complaint Records; Privacy Act Implementation Records; and, in all other cases, on the left side of the employee's Official Personnel Folder, also maintained alphabetically by last name in the office safe.

Safeguards: Access to the combination of the office safe is limited to the Secretary and the Assistant Secretary of the Commission, and all records retrieved from this record system will be retrieved by them.

Retention and disposal: Same as CFA—1 above.

System manager(s) and address: Secretary, Commission of Fine Arts, 708 Jackson Place, NW., Washington, D.C. 20006.

Notification procedure: Requests to be notified whether or not the system contains a record pertaining to an individual should be addressed to: Secretary, Commission of Fine Arts, 708 Jackson Place, NW., Washington, D.C. 20006.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Inter- and intra-office memos and correspondence from the individual to whom it pertains, the Secretary, the Chairman, the General Counsel, the Department of the Interior, the Civil Service Commission, and any other relevant source; bi-weekly time and attendance reports; and bi-weekly payroll statements to employees.

Systems exempted from certain provisions of the act: Not applicable.

[FR Doc.76-35376 Filed 11-29-76;10:30 am]

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